

## **CITY COUNCIL AGENDA REPORT**

**SUBJECT:** CLLS AmeriCorps Initiative Memorandum of Understanding

**AGENDA DATE:** October 7, 2008

**PREPARED BY:** Sandra Tauler, Community Services Director

**APPROVED FOR AGENDA BY:** Ralph Velez, City Manager

**RECOMMENDATION:** It is recommended that the City Council authorize Sandra Tauler, Community Services Director to sign the Memorandum of Understanding with National City Public Library for participation in the CLLS AmeriCorps Initiative Project.

**FISCAL IMPACT:** -0-

**BACKGROUND INFORMATION: (Prior action/information):** The library has been participating in this project for the last five years. It is a grant program that places AmeriCorps members in libraries to assist with adult literacy services. These services include: adult one-on-one tutoring, Families for Literacy and Library and Mobile Books Services. Camarena Memorial Library has been acting as the primary grant holder for this Valley-wide grant. This year three full-time AmeriCorps members were awarded to our jurisdiction.

**DISCUSSION (Current consideration):** The Memorandum of Understanding is a basic agreement that outlines our responsibilities and those of National City Public Library, which is the fiscal agent of the Statewide Program. It has been reviewed by the City Attorney.

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# **2008-2009 MEMORANDUM OF UNDERSTANDING**

## ***National City Public Library & Camarena Memorial Library***

*National City Public Library—CLLS AmeriCorps Initiative* and Camarena Memorial Library agree to the following:

### **I. PURPOSE**

All parties will collaborate to support and provide services for the AmeriCorps members who will provide education and related services for the Library Literacy Program.

### **II. COSTS**

- A. Camarena's non-refundable cash contribution shall be \$2,000 for every full-time AmeriCorps member and \$1,000 for each part-time AmeriCorps member.
- B. National City shall be responsible for providing access to limited Health Care Benefits for full-time Americorps Members.
- C. National City shall provide monthly living allowances to all AmeriCorps members.
- D. Any transportation or mileage costs accrued from any projects/duties assigned by National City or the AmeriCorps Program coordinator will be paid by National City. Camarena will not pay for transportation and mileage to and from Camarena.
- E. National City shall be responsible for providing Worker's Compensation Insurance for all AmeriCorps members.
- F. National City shall be responsible for providing access to reimbursement for Childcare costs for full-time AmeriCorps members.

### **III. ROLES AND RESPONSIBILITIES**

- A. Responsibilities specific to Camarena, as sub-grantee of the CLLS AmeriCorps Initiative.
  - Locally recruit and select **three (3) full-time AmeriCorps Members** to work in the Library Literacy Program.
  - Provide on-site supervision and efficient training for specific member services, project duties, and position responsibilities as required by the CLLS AmeriCorps Initiative.
  - Work with AmeriCorps members to **develop daily/weekly work plan.**
  - Create a safe working environment for AmeriCorps members.
  - Provide fingerprinting and background check of AmeriCorps members.
  - Provide to all AmeriCorps members email and phone access and desk space.

- Provide orientation to the Camarena Library facility and Camarena Library staff.
- Complete progress reports, evaluation, and end-of-year reports.
- Operate under a policy that prohibits discrimination against employees, volunteers, service recipients, and applicants because of race, sex, color, age, religion, national origin, ancestry, marital status, sexual orientation, physical or mental handicap, or medical condition.
- Comply with the terms, conditions and rules of the Member Contract (Agreement of Participation in the AmeriCorps Program).
- Certify that Camarena Library has a *current* Disaster Prepared Plan.
- Will provide liability insurance coverage for assigned AmeriCorps members.

B. Responsibilities specific to the National City Public Library—CLLS AmeriCorps Initiative, as grantee to:

- Assist members and Camarena director with accurate program information and program changes.
- Furnish on-going training for the AmeriCorps members throughout the program year that emphasizes job readiness, life skills, and specific issues as needed.
- Maintain and update member files, payroll, and necessary reports and evaluation.
- Provide access to benefits for AmeriCorps member(s) including childcare and health care.

#### IV. TERMS AND HOURS

The terms of the MOU shall begin January 1, 2009 and shall extend through December 31, 2009. The program will run Monday through Friday and require flexible hours depending on Camarena's needs. Either party shall have the right to cancel this Memorandum of Understanding, with or without cause upon forty-five (45) days advance written notice during the term of this Agreement.

We, the undersigned, as authorized representatives of National City Public Library and the Camarena Memorial Library, do hereby approve the conditions stated within this Memorandum of Understanding.

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Minh Duong, City Librarian  
National City Public Library

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Sandra Tauler, Library Director  
Camarena Memorial Library

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Date

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Date